

SUMMARY OF BENEFITS (J UNIT)

Retirement: Public Employees' Retirement System (P.E.R.S.) 2% @ 55; 100% of employee contribution paid by the Court.

Holidays: 13 days per year.

Vacation: Accrues at the rate of 3.7 hours per pay period. The accrual rate increases after 3, 10, 15, 20, and 25 years' service.

Sick Leave: Provides salary continuation for absence due to illness. Earned at the rate of 3.07 hours per pay period.

Educational Leave: One 8-hour day per calendar year.

Educational Assistance: Up to \$750 per year.

Medical, Dental & Vision Care: Flexible Spending Account: Available benefits: medical/dental/ vision, prescription drugs and dependent coverage.

Life Insurance: Coverage of \$10,000 is provided by the Court.

Deferred Compensation: A deferred compensation program is available and is administered through Great-West Life.

CSR License Renewal: Reimbursement up to \$100 per calendar year for annual CSR license issued by the State of California.

This information is not legally binding, nor does it serve as a contract. The benefits listed in the Court Personnel Policies and Practices or MOU prevail over this listing.

If you are interested in obtaining more information about court reporting, visit the Court Reporters Board of California website: www.courtreporterboard.ca.gov.

Superior Court of California,
County of Monterey
Human Resources
240 Church Street, Rm. 318
Salinas, CA 93901

Superior Court of California County of Monterey



COURT REPORTER

Annual Salary: \$67,388
(plus generous benefits)

FINAL FILING DATE

Continuous: Open until filled.

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An Equal Opportunity Employer.

ABOUT THE COURT

The Superior Court of California, County of Monterey hears criminal, civil, family law, probate, juvenile, child support enforcement, traffic and mental health cases. There are 18 judges, one child support commissioner, one traffic commissioner, and a support staff of 218 employees.

OVERVIEW OF THE POSITION

Under the supervision of a Director of Operations, this position is responsible for the verbatim official record; provides read back upon request; prepares certified transcripts of the proceedings; serves as a relief or floater reporter when needed; uses Computer Aided Transcription (CAT); and performs other related duties. Court business hours are 8 a.m. to 5 p.m., Monday through Friday.

QUALIFICATIONS

To qualify for this position, an individual must possess any combination of experience and education that would substantially provide the required knowledge and skills.

- **License:** Possess and maintain a license and be in good standing as a Certified Shorthand Reporter issued by the State of California.
- **Experience:** Three years of significant, directly related certified shorthand reporting experience, including at least two years in a trial court in the State of California. The ability to use Real Time Reporting is desirable, but not required.

Working Knowledge of:

1. Computer-Aided Transcription (CAT);
2. Statutes relating to court reporting services;
3. Proper English usage, spelling, grammar, vocabulary and punctuation;
4. Courtroom practices and procedures;
5. Basic legal, medical and other technical terminology required in court proceedings.

Skill and Ability to:

1. Use Computer-Aided Transcription (CAT);
2. Work independently; multi-task, while maintaining a sense of direction;
3. Maintain attention to detail; organize and prioritize work and meet critical time deadlines;
4. Communicate effectively both orally and in writing;
5. Provide excellent customer service; establish and maintain effective work relationships.

WORK SITE LOCATION

The work site for this position is subject to change at the discretion of the Court. Court Reporters are expected to be available to work in any department or courtroom countywide when their regularly assigned court is not in session or due to operational necessity. In addition, the incumbent must be able to provide suitable transportation to alternate work sites.

Mileage Reimbursement: The Court provides for reimbursement of mileage incurred when a private vehicle is used to travel from the regularly assigned court base location to alternate court sites.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to: Bend, stoop, reach, and use a step stool; hear and distinguish words spoken in varying tones and volumes; sit at a desk for up to 4 hours a day.

CONDITIONS OF EMPLOYMENT

- Incumbent must provide and maintain their own reporting and transcription equipment and supplies, and maintain their own records and tapes.
- Incumbent is prohibited from holding any outside employment which conflicts with providing services to the Court.

FILING REQUIREMENTS

To apply for this position, applicants must file the following documents for consideration: 1) Court Application; 2) Resume; and, 3) A copy of Certified Shorthand Reporter (CSR) License. Submit completed application materials to:

Superior Court of California,
County of Monterey, Human Resources
240 Church St., Rm. 318
Salinas, CA 93901

To obtain the required application form, visit any Court location, or phone Human Resources at (831) 775-5400, ext. 3007. To access the application form on-line, visit the Court's website at: www.monterey.courts.ca.gov or contact Human Resources via e-mail at: courtjobs@monterey.courts.ca.gov with any questions concerning this position.